

Audit of Miscellaneous Expenses January 1 to March 31, 2024

OIG Report No. 25-AUD-03
Karen Gorman, Inspector General

February 20, 2025



Objectives

The objectives of the audit were to determine whether:

- Expenses charged were proper, reasonable, and in accordance with Metro policies and procedures;
- Expenses had proper approval, receipts, and other supporting documentation; and
- Policies and procedures are adequate to ensure that expenses are documented and accounted for properly.

Results of Audit

- Staff generally complied with Metro policies and procedures; however, OIG found the following:
 - Non-Compliance with P-Card Rules and Guidelines
 - Absence of Policy Related to payments for expensive Certification Programs
 - Non-Compliance with Non-Travel Business Expense Policy (FIN 14)
 - Outdated TBE Report used for mileage reimbursement
 - Non-Compliance with Metro Business Travel Guidelines (GEN 65)
- ❖ OIG provided **16** recommendations.